

VIRGINIA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,
RECREATION, AND DANCE

Exhibits Manager Operating Code

04-29-14

I. NAME: Exhibits Manager

II. PURPOSE:

Coordinate and direct the VAHPERD convention exhibits area under the supervision and control of the Convention Manager, Executive Director, Treasurer and Past President.

III. ORGANIZATION:

The Exhibits Manager shall:

- A. be selected by an adhoc search committee, and will be recommend to the Board of Directors for approval.
- B. serve a three-year term with the opportunity to be reappointed by the Board of Directors.
- C. be SHAPE America and VAHPERD member.
- D. be evaluated on an annual basis by the Convention Manager, ED, and Past Pres.
- E. be given 60 days notice if terminated by the Board of Directors.
- F. give 60 days notice if resigning.
- G. have a travel stipend.

IV. RESPONSIBILITIES:

Under the direction of the Convention Manager, Executive Director in collaboration with Past President, the Exhibit Manager shall:

- A. market and sell exhibit booth space for the annual convention
- B. design, coordinate and organize the exhibit floor plan
- C. determine the number of booths available
- D. insert exhibits application forms in all appropriate VAHPERD publications
- E. furnish the exhibits application form to the origination marketing company
- F. negotiate in conjunction with the Past President, Convention Manager, and Executive Director with vendors and speakers for free or discounted tables
- G. correspond with all to secure revenue (with help of the Treasurer) through exhibits
- H. manage all correspondence for exhibitor materials and mailings (email and snail mail) in coordination with the Executive Director
- I. attend planning meetings
- J. coordinate with the Convention Manager, Executive Director, and Past President to manage all exhibitor business with the host hotel
- K. maintain a record of money received from exhibitors and transfer the funds to the Treasurer and sends records to the Convention Manager and Executive Director
- L. register the exhibitors at the convention
- M. write letters of appreciation to exhibitors after convention
- N. provide an annual report, in conjunction with the Convention Manager, to the Board of Directors and the Representative Assembly

V. AMENDMENTS:

Operating codes may be changed by submitting a written proposal, including rationale, to the Executive Director. The Executive Director shall submit the proposal to the Board of Directors not less than fifteen (15) days in advance of a vote. The proposal shall be adopted by a majority vote of the Board of Directors.